

Your Choice of 2 Ways to View Policy Documents from the Policy Transaction Screen

On **GAINSCOconnect.com**, click **QUOTE & POLICY CENTER**

Select **Search** from the navigation menu to find the policy and open the Policy Transactions page

JOHN SMITH

Policy Actions

View Policy

Notes/Document Upload

NOTES/DOCUMENT UPLOAD

Upload your documents, download GAINSCO documents

Policy Transactions

General Information

Insured Information: John Smith Policy Number: #PA0000000X Policy Status: InForce Agency Information: Jones Insurance
 Inception Date: 7/8/2020

Begin a Transaction:

VIEW ALL FORMS
View list of individual policy documents

NOTES/DOCUMENT UPLOAD

Contains documents uploaded by your office, individual forms, and bundled packages

Forms/Document Upload			
Caption	Date	Filename	
PKG - New	05/25/21	Form.pdf	↓
New (1)	05/25/21	Application.pdf	↓
New (1)	05/25/21	InsuranceIdentificationCard.pdf	↓
PKG - Endorsement	05/25/21	Form.pdf	↓
Proof of Not at Fault	05/25/21	AgencyDocUpload.pdf	↓
Proof of Prior Coverage	05/25/21	AgencyDocUpload.pdf	↓
<div style="border: 1px dashed gray; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Drag/Drop Files Here or click to browse</p> </div>			

All documents related to a new policy are bundled and named **PKG-New**

All documents for an endorsement are bundled and labeled **PKG-Endorsement**

Documents you need to upload can be added and attached directly to the policy

Click **arrow** to download documents and packages

All individual documents generated by GAINSCO can be accessed in Notes/Document Upload

When your agency uploads a document, it will appear here with the caption and file name you provide

VIEW ALL FORMS

Provides a complete list of individual policy documents generated by GAINSCO

Policy Forms	
Form Description	View Form
Expiration Notice	
Underwriting Memo	
VA Application	
Additional Driver	
DOC REQUIREMENT	
FCRA Letter - Credit	
Important Information to Policyholders Notice	

Click the **magnifying glass** to open document

Remember to retain all documents in your agency files for the number of years required by your state or your agency agreement, whichever is longer